



**CITY OF BRAWLEY
JOB ANNOUNCEMENT**

- DEPARTMENT:** Public Works
- POSITION:** Assistant Streets and Utilities Maintenance Supervisor
- SALARY:** \$5,079.48 per month
Range 30, Step 1
- DUTIES:** Assists in the planning, organizing, and supervision of the construction, installation, repair and maintenance of streets, water distribution and wastewater collection system facilities.
- QUALIFICATIONS:** Requires:
- High school diploma or GED
 - State of California Grade D-3 Distribution Operator Certification.
 - Three years of progressively supervisory experience in public works infrastructure repair and maintenance. See job description for more details.
 - A valid California Class B driver's license.
- APPLY TO:** Personnel – City Administration Offices
383 Main Street
Brawley, CA 92227
(760) 351-3057
- APPLY BY:** May 10, 2019 by 5:00 PM

(Posted 04/18/2019)



CITY OF BRAWLEY

CLASS TITLE: Assistant Streets and Utilities Maintenance Supervisor

BASIC FUNCTION:

Under the supervision of the Streets and Utilities Maintenance Supervisor, assists in planning, coordinating, organizing, and supervising of the construction, installation, repair and maintenance of streets, water distribution and wastewater collection system facilities, storm water collection system facilities, City rights of way and related work as required; assists in the development of division goals and objectives, helps manage budgetary expenditures, and evaluates the work standards and performance of division personnel.

EXAMPLE OF DUTIES:

Assists in assigning work and directing field service staff on the maintenance and operation of the water distribution and wastewater collection systems, storm water collection system, streets and City rights of way.

- Provides direction, motivates personnel and evaluates the work performance of subordinates.
- Assists in the preparation of detailed records of work activities.
- Provides data for regulatory reporting purposes.
- When the Maintenance Supervisor is not available, attends meetings with Public Works staff, contractors, vendors, engineering firms and other City Departments.
- Assists in reporting of and response to citizen complaints and employee concerns.
- Ensures compliance with City Safety Policies.
- Assists with obtaining bids for contracted construction work.
- Communicates with public utility companies and independent contractors when coordinating major projects.
- Prepares and reviews division's purchase requisitions for Maintenance Supervisor approval.
- Assists with the coordination and direction for after-hours issues and emergencies involving City streets, street signs, rights of way, storm drains, water distribution system, wastewater collection system, and some hazardous material spills.

The above examples of duties have been provided as the types of work performed by positions assigned to this job classification. The City of Brawley reserves the right to add, modify, change or rescind work assignments.

KNOWLEDGE AND ABILITIES:

- Principles, practices, standards, methods, procedures, materials, and equipment associated with the construction, maintenance, and repair of streets, rights of way, traffic control signs and markings, water distribution and wastewater collection systems, storm water collection system;
- Public Works inspection practices;
- Basic math;
- State and local safety codes governing work practices and hazardous material removal and disposal;
- Administration practices and principles of supervision;
- Knowledge of the organization, procedures, methods, tools, equipment, and materials used in sewer, water, and street construction, repair and maintenance operations;
- Knowledge of City's street, storm drain sewer and water networks;
- Ability to plan, schedule, and direct a comprehensive work program covering a wide variety of projects and activities;
- Ability to supervise and direct work crews through subordinate supervisors and lead workers;
- Ability to analyze problems and recommend appropriate solutions;
- Ability to prepare and monitor budgets, cost estimates and other detailed work reports;
- Ability to effectively and concisely give direction orally and in writing;
- Ability to train, motivate, and evaluate subordinate personnel;
- Ability to establish and maintain effective relationship with others.
- Ability to read street maps;
- Ability to Install, maintain, repair, relocate water, wastewater and storm drain lines;
- Ability to communicate and work cooperatively with co-workers, lead-workers, supervisors, managers, vendors and the general public;
- Ability to understand and carry out oral or written instructions;
- Ability to complete basic work activity records;
- Ability to perform assigned maintenance tasks following established work procedures and techniques.

EDUCATION AND EXPERIENCE:

Candidate must possess a High School diploma or equivalent. A minimum of three (3) years of progressively responsible supervisory experience in public works infrastructure repair and maintenance, including experience in the maintenance and repair of streets, pipelines, rights of way, traffic control, and budget preparation is required, in addition to a minimum of three (3) years of supervisory experience in providing guidance to subordinates and evaluating their performance.

A valid State of California D-3 Distribution Operator Certification and a valid Class B State of California driver license with an acceptable driving record are required.

WORKING CONDITIONS:

The physical demands described here are representative of those that must be performed by an employee to successfully perform the essential functions of this position. While performing the duties of this position, the employee is frequently required to use hands to finger, handle, grip, grasp or feel objects, tools or controls. The employee is frequently required to reach forward, upward, downward with hands and arms. The employee is required to listen to noises and sounds emitted by operating equipment. The employee is frequently required to drive City vehicles that have either an automatic or standard transmission. The employee is frequently required to stand on concrete, asphalt and soft soil surfaces for extended periods of time. The employee is occasionally required to use a ladder and must maintain balance during this activity. The employee is frequently required to stoop, kneel, crouch, or crawl to perform duties. The employee must frequently lift and/or move up to 90 pounds and occasionally up to 100 pounds. The employee is frequently required to work in traffic and intense heat and cold. The employee must be able to work at night or on weekends on a stand-by on-call basis to oversee emergency maintenance operations as needed.